

APPENDIX 3

INSTRUCTIONS FOR COMPLETING THE FSS/AFSS OJT INSTRUCTION/EVALUATION REPORT FAA Form 3120-26

1. INTRODUCTION. This appendix contains instructions for completing FAA Form 3120-26. The form shall be used by OJTIs and operations supervisors to record their observations of the performance and progress of the developmental ATCS during laboratory scenarios, OJT instruction, skill enhancement training, and skill-check sessions. FAA Form 3120-26 may be used to document OJF. A copy of the form is provided on pages 5 and 6 of this appendix.

2. USING THE FORM. Entries on training reports shall be sufficiently detailed to support appropriate administrative actions (e.g., promotions, awards, dismissals, reassignments, litigation's, etc.). Complete the following items. Block numbers correspond to the numbered blocks on the form.

Block 1 **NAME:** Print developmental's name.

Block 2 **DATE:** Enter month, day, year.

Block 3 **SCENARIO/POSITION(S):** Enter scenario or operational position on which training or skill check is being performed.

Block 4 **WEATHER:** Record description of weather as VFR, MVFR, IFR, or LIFR. Check the one box most representative of the session(s). Conditions that impact training should be noted in Block 12.

Block 5 **WORKLOAD:** Check description of traffic volume. Check the one box most representative of the session(s).

Block 6 **COMPLEXITY:** Check description of complexity of operations. Check the one box most representative of the session(s). Note any unusual situations, equipment outages, configurations, and/or restrictions that impact training in Block 12.

Block 7 **HOURS:** Enter actual hours and minutes for the training session or sessions covered by this report.

Block 8 **TOTAL HOURS THIS POSITION:** Enter total hours and minutes spent in training on this position. Include OJT session(s) covered by this report.

Block 9 **PURPOSE:** Check appropriate purpose of report on the form. Check "OJT" for any activity that is counted as part of the assigned training time. Check "OJF" for on-the-job familiarization time. Indicate "Simulation" if simulation laboratory is used. The supervisor checks "Skill Check" if administering a performance skill check or "Certification" if administering a certification skill check. If "Other" is indicated, document specific use in Block 12.

Block 10 ROUTING: According to facility requirements.

Block 11 PERFORMANCE: This section contains job tasks and job subtasks used as a basis for instructing and evaluating the developmental ATCS.

Users of this form should review the definitions of all job subtasks and their respective performance indicators. These guidelines are to be used by all participants involved in training to ensure mutual understanding. This checklist is not all-inclusive and is not meant to limit the duties to be reviewed. The job task entitled "Other" is intended for local use and adaptation.

- a. During OJT/lab scenarios, place check marks in the columns "OBSERVED" or "COMMENT" as follows:
 - (1) **OBSERVED:** A check mark in this column indicates that the operation or procedure was observed during the period but that no significant comments are made.
 - (2) **COMMENT:** A check mark in this column indicates that the operation or procedure was observed during the period and is accompanied by a referenced comment in Block 12.
- b. During skill checks/laboratory evaluations, place check marks in the columns "SATISFACTORY," "NEEDS IMPROVEMENT," and "UNSATISFACTORY." OJTIs do not make check marks in these columns because these terms are evaluative. The terms are defined as follows:
 - (1) **SATISFACTORY:** A check mark in this column indicates that the developmental's observed performance in the session(s) meets certification requirements and indicates that the developmental demonstrates the ability to work independently for this performance item. Examples of exemplary performance and/or specific comments shall be stated in Block 12 of the form for each job subtask indicated.
 - (2) **NEEDS IMPROVEMENT:** A check mark in this column indicates that the developmental's observed performance is acceptable at this stage of training, but must improve in order to meet certification requirements. Specific comments, along with suggestions or requirements for improvement, shall be stated in Block 12 of the form for each job subtask indicated.
 - (3) **UNSATISFACTORY:** A check mark in this column indicates that the developmental's observed performance is unsatisfactory at this stage of training. Specific comments, suggestions, and recommendations for correcting each unsatisfactory job subtask shall be stated in Block 12.
- c. To certify on a certification skill check, all applicable items shall be marked satisfactory or not observed (N/O). If an item is marked "N/O", Block 12 shall indicate the method used to determine satisfactory performance/knowledge for that job subtask. If necessary, verbal questioning, simulation, or other methods shall be used to demonstrate knowledge of a job subtask when not observed.

- d. If a job subtask is not applicable to a position being observed, it shall be recorded as "N/A" (not applicable).

Block 12 **COMMENTS:** Used by the OJTI/supervisor to document the developmental's performance during OJT instruction and skill-check sessions. The OJTI/supervisor shall sign and date this block.

During OJT/Lab Scenarios:

This block is used to document when a check mark is made in the "Comment" column on the front of the form. The comments:

- a. May be specific or general.
- b. May include exemplary, noteworthy, or unusual events.
- c. Shall describe any observed performance deficiencies. In the case of performance deficiencies, or when improvement is needed in a specific area, references shall be made in Block 12A to applicable procedures, LOAs, directives, etc.

During Skill Checks/Laboratory Evaluations:

This block is used to:

- a. Document performance/progress. The comments may include exemplary, noteworthy, or unusual events.
- b. Describe any observed performance deficiencies. When a check mark is placed in the "Needs Improvement" or "Unsatisfactory" column, references shall be made to specific procedures, LOAs, orders/directives, etc., in Block 12A.

Block 12A **REFERENCES:** Used by the OJTI/supervisor to list references to specific procedures, LOAs, or directives that should be reviewed by the developmental so that the performance problem may be corrected. The OJTI/supervisor shall include paragraph numbers or other specific references in this block.

Block 13 **RECOMMENDATION:** This block shall be used by the supervisor who conducted the skill check. The supervisor shall recommend one of the following:

- a. Certification skill check
- b. Certification (when appropriate)
- c. Continuation of OJT
- d. Skill enhancement training

e. Suspension of OJT

Block 14 EMPLOYEE'S COMMENTS: This block may be used by the developmental for making comments pertaining to the training period or the skill check, or for making general comments regarding training. The employee shall sign and date this block. A signature does not necessarily indicate concurrence with the report, only that the report has been discussed with the developmental.

Block 15 CERTIFICATION/RECERTIFICATION: This block is used by supervisors to document position certification/recertification. Sign and date.

FIGURE 1. FAA FORM 3120-26

FSS/AFSS OJT INSTRUCTION/EVALUATION REPORT										
1. Name			2. Date		3. Scenario/Position(s)					
4. Weather <input type="checkbox"/> VFR <input type="checkbox"/> MVFR <input type="checkbox"/> IFR <input type="checkbox"/> LIFR		5. Workload <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy		6. Complexity <input type="checkbox"/> Not Difficult <input type="checkbox"/> Occasionally Difficult <input type="checkbox"/> Mostly Difficult <input type="checkbox"/> Very Difficult		7. Hours				
						8. Total Hours This Position				
9. Purpose <input type="checkbox"/> Certification <input type="checkbox"/> Recertification <input type="checkbox"/> OJF <input type="checkbox"/> OJT <input type="checkbox"/> Skill Check <input type="checkbox"/> Skill Enhancement <input type="checkbox"/> Other						10. Routing				
11. Performance	Job Task	Job Subtask				Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory
	A. Methods and Procedures	1. Adheres to priority of duties.								
		2. Demonstrates ability to handle unusual situations.								
		3. Initiates required search and rescue situations.								
		4. Maintains basic weather watch.								
		5. Compiles, evaluates, records, and disseminates data.								
	B. Equipment	6. Equipment status is maintained.								
		7. Computer entries are correct.								
		8. Equipment capabilities are utilized/maintained.								
		9. Equipment malfunctions are recognized/restored.								
	C. Maintenance	10. Performs routine maintenance of NWS instruments.								
		11. Replaces expendable materials as necessary.								
	D. Communication/Coordination	12. Preduty/relief briefings are complete and accurate.								
		13. Functions effectively as a team member.								
		14. Is sensitive to needs of system users.								
		15. Communication is clear/concise.								
		16. Uses prescribed phraseology.								
		17. Coordination is thorough.								
		18. Makes only necessary transmissions.								
	E. Pilot Weather Briefing EFAS	19. Obtains sufficient background data.								
		20. Presents briefing in prescribed format.								
		21. Briefs in a tailored/organized/clear/concise manner.								
		22. Maintains awareness of current weather and forecasts.								
		23. Maintains required displays.								
		24. Applies VNR procedures as prescribed.								
		25. Maintains complete, accurate real-time weather.								
		26. Develops flight advisories for routes/altitudes.								
	F. Other	27. Coordinates with NWS and CWSU.								

[illegible]

JOB SUBTASKS AND INDICATORS CHECKLIST FOR THE FSS/AFSS OJT INSTRUCTION/EVALUATION REPORT

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The list of job subtasks/indicators specified for each position is stated in general terms to account for differences in equipment and to accommodate both FSSs and AFSSs. Some job subtasks/indicators may not apply at individual facilities because of equipment, staffing, or shift variations. The job subtasks/indicators for the flight data, NOTAM, and coordinator positions have been combined to accommodate some of these variations. Individual facilities can use their facility training orders to specify facility-level job subtasks/indicators.

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**FIGURE 2. FSS/AFSS
ASSIGNMENT OF JOB SUBTASKS TO POSITIONS**

Job Subtask	Weather Observer	Broadcast	Flight Data/NOTAM/Coordinator	Preflight	Inflight	EFAS
1. Adheres to priority of duties.	X	X	X	X	X	X
2. Demonstrates ability to handle unusual situations.			X	X	X	
3. Initiates required search and rescue situations.			X		X	
4. Maintains basic weather watch.	X					
5. Compiles, evaluates, records, and disseminates data.	X	X	X	X	X	
6. Equipment status is maintained.			X			X
7. Computer entries are correct.			X	X	X	X
8. Equipment capabilities are utilized/maintained.	X	X	X	X	X	X
9. Equipment malfunctions are recognized/restored.		X	X	X	X	X
10. Performs routine maintenance of NWS instruments.	X					
11. Replaces expendable materials as necessary.			X			
12. Preduty/relief briefings are complete and accurate.	X	X	X	X	X	X
13. Functions effectively as a team member.	X	X	X	X	X	X
14. Is sensitive to needs of system users.			X	X	X	
15. Communication is clear/concise.	X	X	X	X	X	X
16. Uses prescribed phraseology.	X	X	X	X	X	X
17. Coordination is thorough.			X		X	
18. Makes only necessary transmissions.		X			X	X
19. Obtains sufficient background data.				X	X	
20. Presents briefing in prescribed format.				X	X	X
21. Briefs in a tailored/organized/clear/concise manner.				X	X	
22. Maintains awareness of current weather and forecasts.		X		X	X	X
23. Maintains required displays.				X	X	
24. Applies VNR procedures as prescribed.		X		X	X	X
25. Maintains complete, accurate, real-time weather.						X
26. Develops flight advisories for routes/altitudes.						X
27. Coordinates with NWS and CWSU.						X

X = Unique to Position

JOB SUBTASKS AND INDICATORS CHECKLIST FOR THE FSS/AFSS OJT INSTRUCTION/EVALUATION REPORT

WEATHER OBSERVER

Job Task: Methods and Procedures

Job Subtask	Indicator
1. <i>Adheres to priority of duties.</i>	a. Performs all position functions in accordance with locally published priority of duties. b. Evaluates observation elements in prescribed order.
4. <i>Maintains basic weather watch.</i>	a. Records meteorological and non-meteorological data accurately and promptly. b. Makes scheduled and unscheduled observations.
5. <i>Compiles, evaluates, records, and disseminates data.</i>	a. Evaluates sky cover. b. Determines ceiling and heights. c. Determines visibility. d. Records and reports atmospheric phenomena. e. Determines sea level pressure, altimeter settings, and station pressure. f. Determines temperature data. g. Determines wind data. h. Measures precipitation and additive data.

WEATHER OBSERVER (Continued)

Job Task: Equipment

Job Subtask	Indicator
8. <i>Equipment capabilities are utilized/maintained.</i>	Operates position equipment/backup equipment using prescribed procedures.

Job Task: Maintenance

Job Subtask	Indicator
10. <i>Performs routine maintenance on NWS instruments.</i>	<ul style="list-style-type: none">a. Adjusts, cleans, resets, stores, makes minor routine repairs to, and replaces expendable materials in equipment.b. Performs adjustments to delicate precision instruments.c. Keeps instruments clean and protected from damage.

Job Task: Communication/Coordination

Job Subtask	Indicator
12. <i>Preduty/relief briefings are complete and accurate.</i>	<ul style="list-style-type: none">a. Follows position relief checklist when exchanging information.b. Ensures that both individuals acknowledge the positive transfer of responsibility.c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.

WEATHER OBSERVER (Concluded)**Job Task: Communication/Coordination (Concluded)**

Job Subtask	Indicator
13. <i>Functions effectively as a team member.</i>	<ul style="list-style-type: none">a. Maintains cooperative, professional manner.b. Is courteous and tactful.c. Is receptive to instructor's/supervisor's/team member's suggestions for improvement of job performance.d. Remains calm under stress.e. Does not use abusive or profane language.f. Convey pertinent information to other team members in a timely manner.
15. <i>Communication is clear/concise.</i>	Demonstrates clear and understandable speech rate.
16. <i>Uses prescribed phraseology.</i>	Uses approved procedural words, phrases, and formats.

BROADCAST

Job Task: Methods and Procedures

Job Subtask	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally published priority of duties.
5. <i>Compiles, evaluates, records, and disseminates data.</i>	<ul style="list-style-type: none">a. Discards nonpertinent data and makes corrections as required.b. Checks all sources for pertinent broadcast data.c. Obtains required data from alternate sources when required.d. Updates data as required.e. Starts all broadcast recordings at designated times.f. Adheres to prescribed content and format.

Job Task: Equipment

Job Subtask	Indicator
8. <i>Equipment capabilities are utilized/maintained.</i>	<ul style="list-style-type: none">a. Operates position equipment/backup equipment using prescribed procedures.b. Removes and replaces obsolete data.c. Records and monitors broadcast.d. Records and monitors weather advisories and surface reports.

BROADCAST (Continued)**Job Task: Equipment (Concluded)**

Job Subtask	Indicator
8. <i>Equipment capabilities are utilized/maintained (Concluded)</i>	e. Records and monitors PIREP summaries, NOTAMs, and MTR/MOA statements. f. Observes schedule and time restrictions. g. Announces missing items. h. Makes suspension announcements. i. Reads and resets counters.
9. <i>Equipment malfunctions are recognized/restored.</i>	Notifies Maintenance of malfunctions in accordance with prescribed local procedures.

Job Task: Communication/Coordination

Job Subtask	Indicator
12. <i>Preduty/relief briefings are complete and accurate.</i>	a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility. c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.

BROADCAST (Concluded)

Job Task: Communication/Coordination (Concluded)

Job Subtask	Indicator
13. <i>Functions effectively as a team member.</i>	<ul style="list-style-type: none"> a. Maintains cooperative, professional manner. b. Is courteous and tactful. c. Is receptive to instructor's/supervisor's/team member's suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language. f. Conveys pertinent information to other team members in a timely manner.
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none"> a. Has pleasant and positive voice. b. Formulates message before transmitter is keyed. c. Selects appropriate channels. d. Has clear and understandable speech rate.
16. <i>Uses prescribed phraseology.</i>	Uses approved procedural words, phrases, and formats.
18. <i>Makes only necessary transmissions.</i>	<ul style="list-style-type: none"> a. Radio/interphone are used only when necessary. b. Transmits only required information/instructions.

Job Task: Pilot Weather Briefing

Job Subtask	Indicator
24. <i>Applies VFR Not Recommended (VNR) procedures as prescribed.</i>	Applies VNR procedures as prescribed.

FLIGHT DATA/NOTAM/COORDINATOR**Job Task: Methods and Procedures**

Job Subtask	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally published priority of duties.
2. <i>Demonstrates ability to handle unusual situations.</i>	Demonstrates ability to handle unusual situations.
3. <i>Initiates required search and rescue situations.</i>	<ul style="list-style-type: none"> a. Takes timely action regarding overdue, missing, or lost aircraft. b. Performs local communications search. c. Initiates request for information on overdue aircraft (QALQ), information request (INREQ), or alert notice (ALNOT). d. Expands communications search. e. Prepares complete/accurate search and rescue (SAR) messages. f. Forwards field status reports and other pertinent data within prescribed time limits. g. Cancels all SAR messages.
5. <i>Compiles, evaluates, records, and disseminates data.</i>	<ul style="list-style-type: none"> a. Accurately routes and distributes received flight data. b. Addresses outbound traffic as required. c. Posts all new flight data accurately and promptly. d. Uses authorized symbols and abbreviations. e. Revises flight data promptly as necessary. f. Correctly formats/edits all messages. g. Classifies, formats, and distributes NOTAMs as prescribed. h. Leased Service A/B system (LABS)—Adheres to transmission schedule.

FLIGHT DATA/NOTAM/COORDINATOR (Continued)

Job Task: Equipment

Job Subtask	Indicator
6. <i>Equipment status is maintained.</i>	a. Maintains circuit operation, taking appropriate action during circuit interruptions. b. Uses weather chart reproduction and display equipment.
7. <i>Computer entries are correct.</i>	Uses prescribed procedures for computer entries.
8. <i>Equipment capabilities are utilized/maintained.</i>	Operates position equipment/backup equipment using prescribed procedures.
9. <i>Equipment malfunctions are recognized/restored.</i>	a. Activates spare/backup equipment when required. b. Notifies Maintenance of equipment malfunctions in accordance with prescribed local procedures.

Job Task: Maintenance

Job Subtask	Indicator
11. <i>Replaces expendable materials as necessary.</i>	Correctly replaces ribbons and paper.

FLIGHT DATA/NOTAM/COORDINATOR (Continued)**Job Task: Communication/Coordination**

Job Subtask	Indicator
12. <i>Preduty/relief briefings are complete and accurate.</i>	<ul style="list-style-type: none"> a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility. c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.
13. <i>Functions effectively as a team member.</i>	<ul style="list-style-type: none"> a. Maintains cooperative, professional manner. b. Is courteous and tactful. c. Is receptive to instructor's/supervisor's/team member's suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language. f. Conveys pertinent information to other team members in a timely manner.
14. <i>Sensitive to needs of system users.</i>	<ul style="list-style-type: none"> a. Listens and responds to user requests in a courteous and tactful manner. b. Provides additional assistance/data when requested.

FLIGHT DATA/NOTAM/COORDINATOR (Concluded)

Job Task: Communication/Coordination (Concluded)

Job Subtask	Indicator
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none">a. Answers calls in a timely manner.b. Has pleasant and positive voice.c. Has clear and understandable speech rate.d. Identifies calling facility when required.e. Uses correct communication line to forward data.f. Exchanges initials as required.g. Deactivates communication line.
16. <i>Uses prescribed phraseology.</i>	<ul style="list-style-type: none">a. Uses approved procedural words, phrases, and formats.b. Listens for acknowledgment.c. Issues instructions that are specific.d. Ensures readbacks are correct.
17. <i>Coordination is thorough.</i>	<ul style="list-style-type: none">a. Conducts intrafacility/interfacility coordination in a timely manner.b. Forwards IFR departures, progress reports, and arrival reports to ATC upon request.

PREFLIGHT**Job Task: Methods and Procedures**

Job Subtask	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally published priority of duties.
2. <i>Demonstrates ability to handle unusual situations.</i>	Demonstrates ability to handle unusual situations.
5. <i>Compiles, evaluates, records, and disseminates data.</i>	a. Completes required flight plan and entries. b. Assists pilot in flight planning.

Job Task: Equipment

Job Subtask	Indicator
7. <i>Computer entries are correct.</i>	Uses prescribed procedures for computer entry.
8. <i>Equipment capabilities are utilized/maintained.</i>	Operates position equipment using prescribed procedures.
9. <i>Equipment malfunctions are recognized/restored.</i>	Notifies Maintenance of malfunctions in accordance with prescribed local procedures.

PREFLIGHT (Continued)

Job Task: Communication/Coordination

Job Subtask	Indicator
12. <i>Preduty/relief briefings are complete and accurate.</i>	<ul style="list-style-type: none"> a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility. c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.
13. <i>Functions effectively as a team member.</i>	<ul style="list-style-type: none"> a. Maintains cooperative, professional manner. b. Is courteous and tactful. c. Is receptive to instructor's/supervisor's/team member's suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language. f. Conveys pertinent information to other team members in a timely manner.
14. <i>Sensitive to needs of system users.</i>	<ul style="list-style-type: none"> a. Listens and responds to user requests in a courteous and tactful manner. b. Provides additional assistance/data when requested.
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none"> a. Has pleasant and positive voice. b. Has clear and understandable speech rate.
16. <i>Uses prescribed phraseology.</i>	Uses approved procedural words, phrases, and format.

PREFLIGHT (Concluded)**Job Task: Pilot Weather Briefing**

Job Subtask	Indicator
19. <i>Obtains sufficient background data.</i>	<ul style="list-style-type: none"> a. Receives request and determines actions required. b. Obtains sufficient, pertinent information to properly conduct preflight briefing.
20. <i>Presents briefing in prescribed format.</i>	Presents standard, abbreviated, or outlook briefing in accordance with prescribed procedures.
21. <i>Briefs in a tailored/organized/clear/concise manner.</i>	<ul style="list-style-type: none"> a. Provides information tailored to a specific flight. b. Solicits PIREPs when applicable. c. Provides other prescribed assistance or information upon request.
22. <i>Maintains awareness of current weather and forecasts.</i>	<ul style="list-style-type: none"> a. Reviews and analyzes all weather and aeronautical data. b. Indicates recognition of all significant discrepancies between actual and forecast data. c. Takes correct action in accordance with prescribed procedures, when discrepancies exist.
23. <i>Maintains required displays.</i>	<ul style="list-style-type: none"> a. Plots/posts weather charts correctly. b. Maintains PIREP display.
24. <i>Applies VNR procedures as prescribed.</i>	Applies VNR procedures as prescribed.

INFLIGHT

Job Task: Methods and Procedures

Job Subtask	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally prescribed priority of duties.
2. <i>Demonstrates ability to handle unusual situations.</i>	Demonstrates ability to handle unusual situations.
3. <i>Initiates required search and rescue situations.</i>	<ul style="list-style-type: none"> a. Indicates recognition of overdue aircraft. b. Attempts radio contact of overdue aircraft.
5. <i>Compiles, evaluates, records, and disseminates data.</i>	<ul style="list-style-type: none"> a. Records aircraft contacts. b. Uses prescribed symbols/abbreviations. c. Provides weather advisories. d. Provides flight plan services. e. Solicits/prepares/disseminates PIREPs in prescribed format when applicable. f. Performs unscheduled broadcasts. g. Issues altimeter settings as prescribed. h. Provides Airport Advisory Services/Airport Information Services.

INFLIGHT (Continued)**Job Task: Methods and Procedures (Concluded)**

Job Subtask	Indicator
5. <i>Compiles, evaluates, records, and disseminates data. (Concluded)</i>	i. Provides special visual flight rules (SVFR) services. j. Provides hazardous area reporting services. k. Provides emergency services. l. Keeps airmen and weather information current. m. Provides VFR cruising level advisories.

Job Task: Equipment

Job Subtask	Indicator
7. <i>Computer entries are correct.</i>	Uses prescribed procedures for computer entries.
8. <i>Equipment capabilities are utilized/maintained.</i>	a. Operates position equipment/backup equipment using prescribed procedures. b. Uses primary/secondary radios selectively. c. Compares console instruments. d. Correctly uses circular slide rule to solve problems.

INFLIGHT (Continued)

Job Task: Equipment (Concluded)

Job Subtask	Indicator
9. <i>Equipment malfunctions are recognized/restored.</i>	<ul style="list-style-type: none"> a. Resets console clocks as required. b. Responds promptly to aural/visual alarms. c. Ensures status of NAVAID equipment. d. Notifies Maintenance of malfunctions in accordance with prescribed local procedures.

Job Task: Communication/Coordination

Job Subtask	Indicator
12. <i>Preduty/relief briefings are complete and accurate.</i>	<ul style="list-style-type: none"> a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility. c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.
13. <i>Functions effectively as a team member.</i>	<ul style="list-style-type: none"> a. Maintains cooperative, professional manner. b. Is courteous and tactful. c. Is receptive to instructor's/supervisor's/team member's suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language. f. Conveys pertinent information to other team members in a timely manner.

INFLIGHT (Continued)**Job Task: Communication/Coordination (Continued)**

Job Subtask	Indicator
14. <i>Sensitive to needs of system users.</i>	<ul style="list-style-type: none">a. Listens and responds to user requests in a courteous and tactful manner.b. Provides additional assistance/data when requested.
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none">a. Has a pleasant and positive voice.b. Has clear and understandable speech rate.c. Responds promptly to aircraft calls.d. Relays ATC clearances/advisories as received from the control facility.e. Formulates message before keying transmitter.
16. <i>Uses prescribed phraseology.</i>	<ul style="list-style-type: none">a. Uses approved procedural words, phrases, and formats.b. Listens for acknowledgment.c. Issues instructions that are specific.d. Ensures readbacks are correct.

INFLIGHT (Continued)

Job Task: Communication/Coordination (Concluded)

Job Subtask	Indicator
17. <i>Coordination is thorough.</i>	<ul style="list-style-type: none">a. Conducts intrafacility/interfacility coordination in a timely manner.b. Forwards IFR departures, progress reports, and arrival reports to ATC upon request.
18. <i>Makes only necessary transmissions.</i>	<ul style="list-style-type: none">a. Uses radio/interphone only when necessary.b. Transmits only required information/instructions.c. Does not transmit separate messages when it would be more effective to combine information.

Job Task: Pilot Weather Briefing

Job Subtask	Indicator
19. <i>Obtains sufficient background data.</i>	<ul style="list-style-type: none">a. Receives requests and determines actions required.b. Obtains sufficient, pertinent information to properly conduct preflight briefing.
20. <i>Presents briefing in prescribed format.</i>	Presents standard, abbreviated, or outlook briefing in accordance with prescribed procedures.

INFLIGHT (Concluded)**Job Task: Pilot Weather Briefing (Concluded)**

Job Subtask	Indicator
21. <i>Briefs in a tailored/organized/clear/concise manner.</i>	a. Provides information tailored to a specific flight. b. Solicits PIREPs when applicable. c. Provides other prescribed assistance or information upon request.
22. <i>Maintains awareness of current weather and forecasts.</i>	a. Reviews and analyzes all incoming weather and aeronautical data. b. Indicates recognition of significant discrepancies between actual and forecast data. c. Takes correct action in accordance with prescribed procedures, when discrepancies exist.
23. <i>Maintains required displays.</i>	a. Plots/posts weather charts correctly. b. Maintains PIREP displays.
24. <i>Applies VNR procedures as prescribed.</i>	Applies VNR procedures as prescribed.

EFAS

Job Task: Methods and Procedures

Job Subtask	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally published priority of duties.
2. <i>Demonstrates ability to handle unusual situations.</i>	Demonstrates ability to handle unusual situations.

Job Task: Equipment

Job Subtask	Indicator
6. <i>Equipment status is maintained.</i>	<ul style="list-style-type: none"> a. Checks transmitters and receivers. b. Verifies status of weather radar. c. Verifies status of weather chart reproduction and display equipment. d. Verifies status of GOES satellite. e. Verifies operation of Service A request/reply.
7. <i>Computer entries are correct.</i>	Uses prescribed procedures for computer entries.
8. <i>Equipment capabilities are utilized/maintained.</i>	Operates position equipment/backup equipment using prescribed procedures.
9. <i>Equipment malfunctions are recognized/restored.</i>	Notifies Maintenance of malfunctions in accordance with prescribed local procedures.

EFAS (Continued)

Job Task: Communication/Coordination

Job Subtask	Indicator
12. <i>Preduty/relief briefings are complete/accurate.</i>	<ul style="list-style-type: none"> a. Obtains preduty weather briefing from appropriate source. b. Follows position relief checklist when exchanging information. c. Ensures that both individuals acknowledge the positive transfer of responsibility. d. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.
13. <i>Functions effectively as a team member.</i>	<ul style="list-style-type: none"> a. Maintains cooperative, professional manner. b. Is courteous and tactful. c. Is receptive to instructor's/supervisor's/team member's suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language. f. Conveys pertinent information to other team members in a timely manner.
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none"> a. Has pleasant and positive voice. b. Has clear and understandable speech rate. c. Formulates message before keying transmitter.

EFAS (Continued)

Job Task: Communication/Coordination (Concluded)

Job Subtask	Indicator
16. <i>Uses prescribed phraseology.</i>	<ul style="list-style-type: none"> a. Uses approved procedural words, phrases, and formats. b. Listens for acknowledgment. c. Issues instructions that are specific. d. Ensures readbacks are correct.
18. <i>Makes only necessary transmissions.</i>	<ul style="list-style-type: none"> a. Uses radio/interphone only when necessary. b. Transmits only required information/instructions.

Job Task: Pilot Weather Briefing

Job Subtask	Indicator
19. <i>Obtains sufficient background data.</i>	Receives requests and determines actions required.
21. <i>Briefs in a tailored/organized/clear/concise manner.</i>	Provides information tailored to a specific flight.
24. <i>Applies VNR procedures as prescribed.</i>	Applies VNR procedures as prescribed.

EFAS (Concluded)

Job Task: Pilot Weather Briefing (Concluded)

Job Subtask	Indicator
25. <i>Maintains complete, accurate, real-time weather.</i>	<ul style="list-style-type: none"> a. Solicits, disseminates, and posts PIREPs according to prescribed local procedures. b. Reviews, describes, compares, and points out significant factors depicted on the various charts used at the position. c. Selects all new relevant charts and updated displays. d. Selects all new relevant Service A data and updates flight advisory materials and displays. e. Modifies posted charts to reflect real-time weather.
26. <i>Develops flight advisories for routes/altitudes.</i>	Advises aircraft of alternate routes/altitudes to avoid areas of hazardous weather.
27. <i>Coordinates with the NWS and the Center Weather Services Unit (CWSU).</i>	<ul style="list-style-type: none"> a. Alerts WSFO and CWSU immediately when conditions are reported that differ from forecasts. b. Describes significant current weather changes. c. Verifies information with the NWS and CWSU.